

INSTITUTIONAL EMAIL ADDRESS, ELECTRONIC CLASS REGISTER - QUICK GUIDE FOR STUDENTS -



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8. What can you do if you lose your badge? **(important)**

1. HOW TO ACTIVATE YOUR INSTITUTIONAL EMAIL ADDRESS?

1. One of your teachers will give you your institutional email address and password
2. Your address is similar to this one: johns1234@iistorriani.it (cognome1234@iistorriani.it)
3. Go to Gmail from a computer at school: <https://mail.google.com>
4. Click on AGGIUNGI ACCOUNT/UTILIZZA UN ALTRO ACCOUNT - ADD A NEW ACCOUNT/USE ANOTHER ACCOUNT
5. Write your institutional email address (ex. johns1234@iistorriani.it)

Google

Accedi

Continua su Gmail

Indirizzo email o numero di telefono

[Non ricordi l'indirizzo email?](#)

Non si tratta del tuo computer? Utilizza finestre di navigazione privata per accedere. [Ulteriori informazioni](#)

[Crea un account](#) [Avanti](#)

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6. Write the password you have received

Google

Carlo Johns

johns.1234@iistorriani.it

Inserisci la password

☐ Mostra password

[Password dimenticata?](#) [Avanti](#)

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7. Change the given password (choose a new password you can remember)
8. Write your institutional email and your new password on a piece of paper (in order not to forget them)
9. Your school and your teachers will communicate with you through this email address. Check it frequently
10. Don't use this address for non-educational purposes

2. HOW TO RECEIVE YOUR USERNAME AND PASSWORD FOR NUVOLA?

You will receive your username and password on your institutional email address. Always check it!

3. HOW TO ENTER NUVOLA (YOUR ELECTRONIC CLASS REGISTER)?

We suggest you to use Google Chrome.

Search the web site <https://nuvola.madisoft.it/login>



The image shows the Nuvola login interface. At the top left is the Nuvola logo. The main heading is "Inserisci le tue credenziali". Below it are two input fields: "Nome utente" and "Password". A red arrow points from the text "WRITE YOUR USERNAME" to the "Nome utente" field. A black arrow points from the text "WRITE YOUR PASSWORD" to the "Password" field. Below the fields are links for "Bisogno di aiuto?" and a "Login" button. Further down, there is a link "Credenziali dimenticate?", the word "Oppure", and two buttons: "Accedi con Google" and "Accedi con Microsoft".

USERNAME / NOME UTENTE: pay attention to capital letters and spaces

PASSWORD: pay attention to capital letters and spaces

4. WHAT CAN YOU FIND ON NUVOLA?

The screenshot shows the Nuvola student portal. A red box on the left labeled "IMPORTANT INFORMATION ON YOUR PROFILE" has arrows pointing to callouts 1, 2, 3, and 4. Callout 1 points to the "Ultimi eventi" (Last Events) section at the top. Callout 2 points to the "Ultime assenze" (Last Absences) section. Callout 3 points to the "Ultime note" (Last Marks) section. Callout 4 points to the "Ultimi voti" (Last Marks) section. Callout 5 points to the user profile menu in the top right corner, which includes a bell icon for notifications.

On the right there is a wider section with all the important information (updated):

1. ULTIMI EVENTI/ LAST EVENTS: important updates from the school, such as changes in your timetable, courses for revision, ...
2. ULTIME ASSENZE/ LAST DATES OF ABSENCE: your last day/days of absence

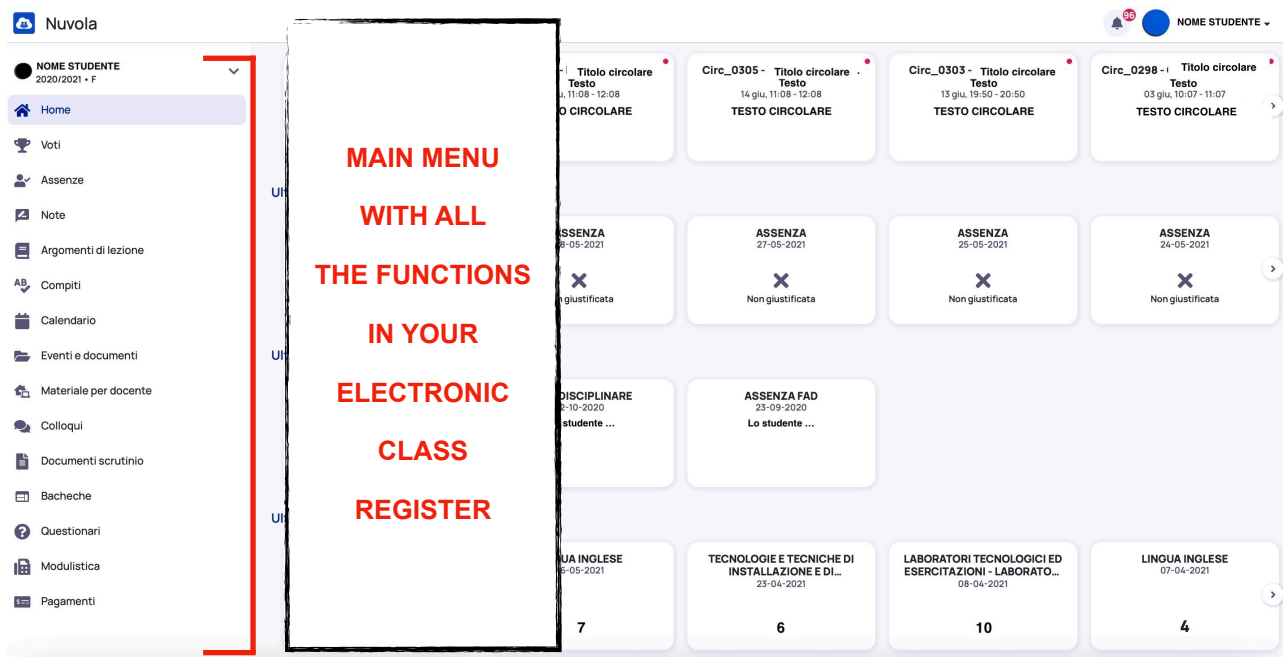


• this symbol means that your family still has to specify the reason of your absence: **you must remind your parents to do it as soon as possible**



• this symbol means that your family has already specified the reason of your absence

3. ULTIME NOTE/ LAST DISCIPLINARY NOTES: they are reprimands from your teachers when you don't behave as expected. There could also be class notes
4. ULTIMI VOTI/ LAST MARKS: the marks you got in the last written and oral tests
5. COMUNICAZIONI RICEVUTE/ LAST UPDATES: there is a little bell that gives you the number of updates you have received



On the left there is a smaller section with all the functions of your electronic class register:

- a. HOME: you can go back to the main page (the one in this picture)
- b. VOTI/ MARKS: you can check all your marks => you can choose between the whole year, first term or second term
- c. ASSENZE/ ABSENCES FROM SCHOOL: there is a summary of all your authorized and unauthorized absences
- d. NOTE/ DISCIPLINARY NOTES: you can read all your disciplinary notes and also those given to the entire class (remember that disciplinary notes are given for irregular behaviors)
- e. ARGOMENTI DI LEZIONE/ DAILY TOPICS: you can find an overview of all the topics discussed during your classes (for that day and the previous days)
- f. COMPITI/ HOMEWORK: here you have a list of your homework (written exercises/ activities and pages to study)
- g. CALENDARIO/ CALENDAR: you can check if there is any event for that day or the following days (tests, special courses, school trips, ...)
- h. EVENTI E DOCUMENTI/ EVENTS AND SHARED MATERIALS: here you can find any important event and/or materials shared with you and your family (by your teachers and/or your school)
- i. MATERIALE PER DOCENTE/ DOCUMENTS FOR YOUR TEACHERS: this is the place where to share documents with your teachers (e.g. certificates)

- j. COLLOQUII/ MEETINGS WITH TEACHERS: this is the place where your family can make an appointment with your teachers
- k. DOCUMENTI SCRUTINIO/ DOCUMENTS OF THE FINAL GRADING MEETING: here you can find your final marks for the first mid-term, the first term, the second mid-term and the second term
- l. BACHECCE/ WALLS: walls can be visualized when created
- m. QUESTIONARI/ QUESTIONNAIRES AND TESTS: questionnaires and tests are available here when created
- n. MODULISTICA/ FORMS: forms are available here when created
- o. PAGAMENTI/ PAYMENTS: bills for specific payments are available here when sent by the students' office

If you want to see the marks of

- the first mid-term
- the first term
- the second mid-term
- the second term

1. Click on DOCUMENTI SCRUTINIO (DOCUMENTS OF THE FINAL GRADING MEETING)
2. Click on the term or part of the term you want to visualize

The screenshot shows the Nuvola student dashboard. On the left sidebar, the 'Documenti scrutinio' menu item is highlighted with a red arrow. A red box with the number '1' is placed over this menu item. The main content area displays a grid of cards for 'Ultime assenze', 'Ultime note', and 'Ultimi voti'.

Ultime assenze				
ASSENZA 04-06-2021 Non giustificata	ASSENZA 28-05-2021 Non giustificata	ASSENZA 27-05-2021 Non giustificata	ASSENZA 25-05-2021 Non giustificata	ASSENZA 24-05-2021 Non giustificata

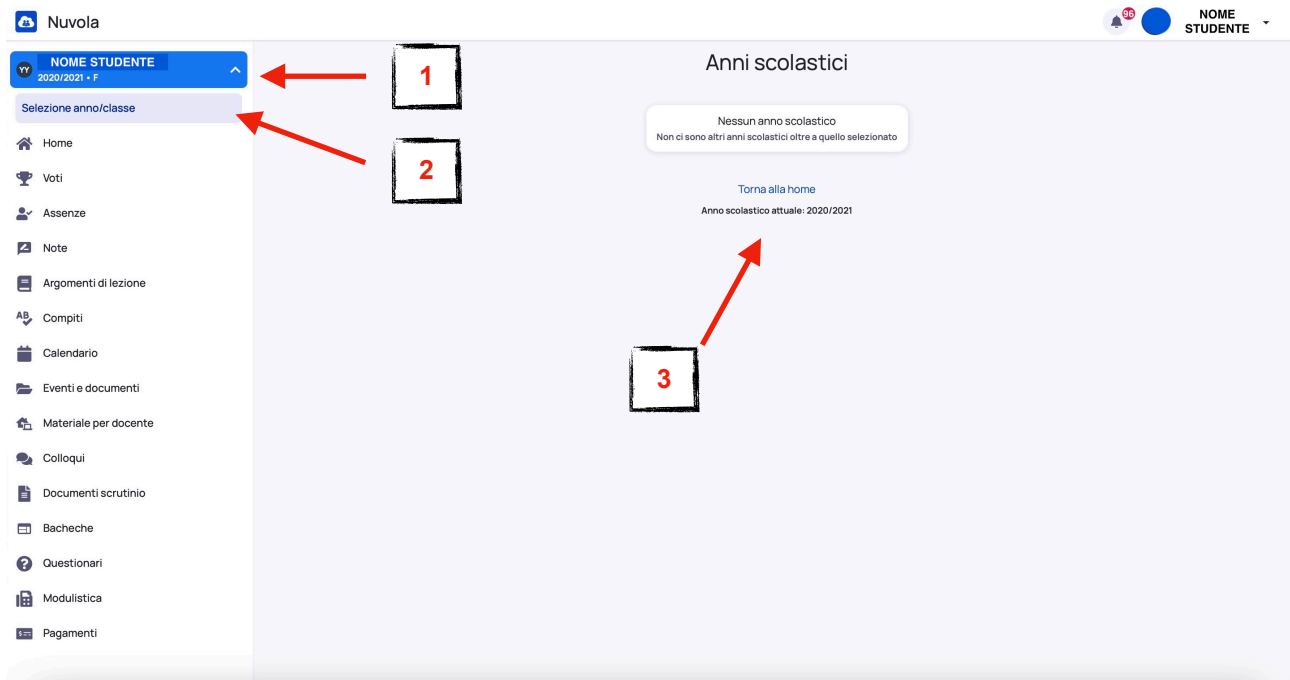
Ultime note		
DAD COMPORTAMENTO IRREGOLARE 17-11-2020	NOTA DISCIPLINARE 22-10-2020 Lo studente ...	ASSENZA FAD 23-09-2020 Lo studente ...

Ultimi voti				
TECNOLOGIE E TECNICHE DI INSTALLAZIONE E DI... 21-05-2021 6	LINGUA INGLESE 06-05-2021 7	TECNOLOGIE E TECNICHE DI INSTALLAZIONE E DI... 23-04-2021 6	LABORATORI TECNOLOGICI ED ESERCITAZIONI - LABORATO... 08-04-2021 10	LINGUA INGLESE 07-04-2021 4

The screenshot shows the Nuvola student dashboard with the 'Documenti scrutinio' page selected. The page displays a list of documents. A red box with the number '2' is placed over the 'Consiglio infraquadr_2' document.

Documenti scrutinio	
Scrutinio finale2	
Consiglio infraquadr_2	2
Scrutinio Primo Quadrimestre	
Consiglio infraquadr_1	

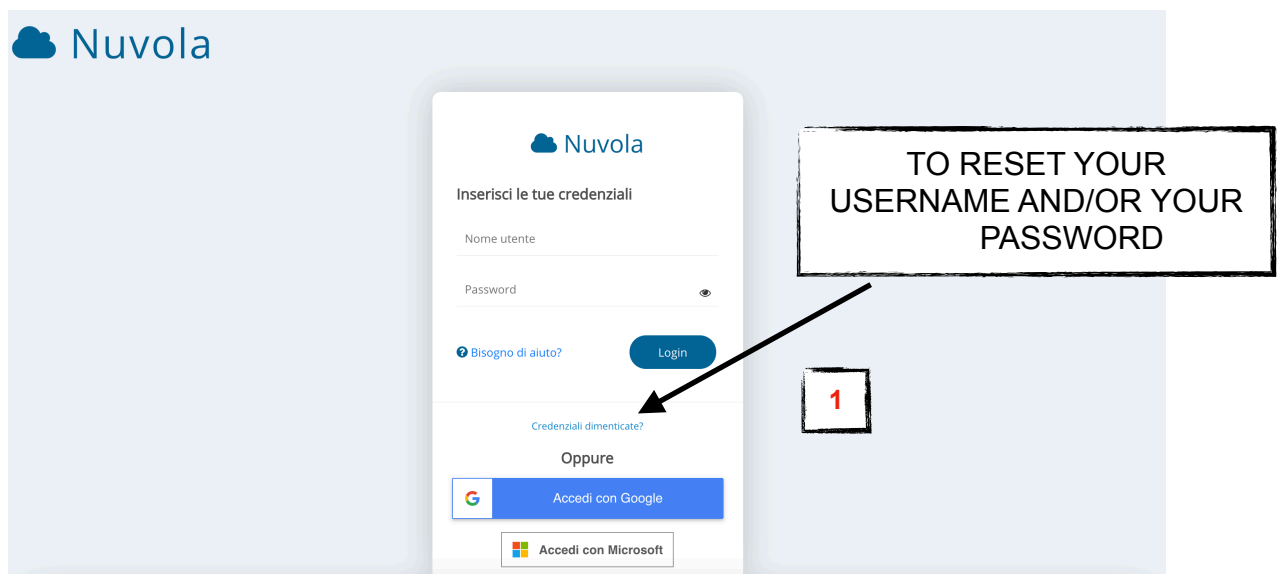
6. HOW TO GO BACK TO PREVIOUS YEARS?



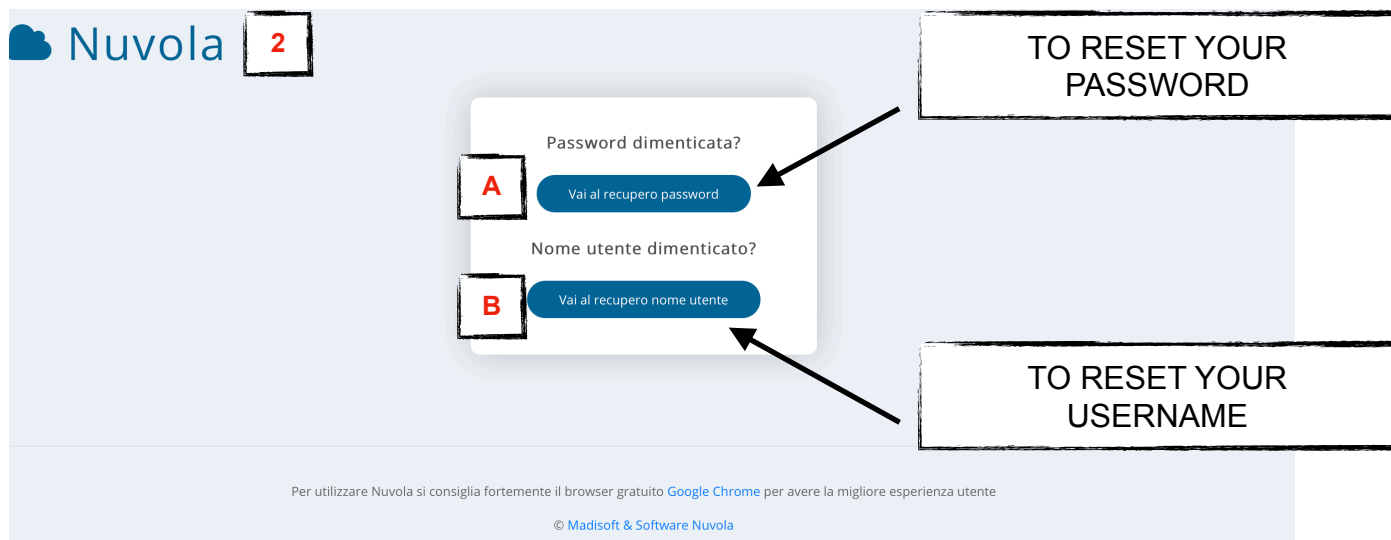
1. Click on the arrow beside your name (top of the screen, on the left side)
2. Click on SELEZIONE ANNO/CLASSE (SELECT YEAR/CLASS)
3. You can enter your register (of a previous year and/or of a different class)

7. WHAT CAN YOU DO IF YOU LOSE YOUR USERNAME/ PASSWORD?

Electronic class register: <https://nuvola.madisoft.it/login>



1. Click on “CREDENZIALI DIMENTICATE?” (“FORGOT YOUR USERNAME/ PASSWORD?”)
2. Choose if you want to reset your password (A) or your username (B).



8. WHAT CAN YOU DO IF YOU LOSE YOUR BADGE?

Ask your parents to connect to the site: <https://www.iistorriani.it>.

They have to select the area SPAZIO SCUOLA-FAMIGLIA/ PARENTS AREA, then select the function MODULI/ FORMS.

They have to fill the specific form to have a new badge.

Our students' office will send you an electronic bill to pay for the new badge.

After the payment you will receive your badge as soon as it is created.